

MADERA COUNTY

LEGAL SECRETARY I LEGAL SECRETARY II

DEFINITION

Under general supervision (Legal Secretary I) or direction (Legal Secretary II), to serve as legal secretary for an assigned office; to provide a variety of clerical and secretarial support involving knowledge of legal terminology and procedures; to process, prepare, and file legal papers and documents; and to do related work as required.

SUPERVISION EXERCISED

Legal Secretary I

Exercises no supervision.

Legal Secretary II

May exercise technical and functional supervision over clerical staff.

DISTINGUISHING CHARACTERISTICS

Legal Secretary I--This is the entry level in the Legal Secretary class series. Incumbents serve as a legal secretary to an assigned office and perform a variety of legal office and administrative support work. Positions at this level usually perform most of the duties required of the positions at the Legal Secretary II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Legal Secretary II--This is the full journey level in the Legal Secretary class series. Incumbents serve as a legal secretary to an assigned office and perform a variety of legal office and administrative support work. Positions at this level are distinguished from the Legal Secretary I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Legal Secretary II level are normally filled by advancement from the Legal Secretary I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Legal Secretary II level.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Performs a variety of legal clerical and secretarial duties in support of an assigned office including providing information regarding and assisting with the functions and legal responsibilities of the assigned office; assists in preparing and typing pleadings, subpoenas, complaints, and other legal documents for approval and signature; assists with gathering information and documents for reports and cases; obtains necessary documentation to substantiate cases; files court documents at appropriate points in court proceedings; routes copies of documents to other jurisdictions and parties in proceedings; ensures proper service of documents when necessary; maintains and updates complete case files; maintains information on the status of cases; maintains calendar information for active cases; prepares closure files for resolved cases; updates law code and ordinance books; maintains ordinance and resolution files; takes notes and prepares transcriptions for correspondence and reports; independently composes and types correspondence; provides a variety secretarial support for the assigned office including typing, filing, record keeping, answering the telephone, receiving office visitors, receiving and routing office mail, scheduling appointments, and requisitioning office supplies and materials; performs bookkeeping and accounts payable functions as assigned; as assigned, prepares monthly miscellaneous deposits, litigation reports, and bail bond deposits; as assigned, maintains information and prepares releases of property liens for old hospital bills; prepares and maintains conservatorship files; as assigned, contacts prisons to verify incarcerated or paroled status of inmates and to obtain the necessary information required for the transport of prisoners to hearings; prepares Transportation Orders for prisoners at the County Department of Corrections and state prisons for Child Protective Services (CPS) hearings; explains to inmates the type of hearing being held for their minor child or children; as assigned, participates in criminal filing on enforcing zoning violations for the District Attorney's Office; as assigned, calendars matters for trial and settlement conferences; sends notices; monitors jury fees; arranges for court interpreters, when necessary.

OTHER JOB RELATED DUTIES

As assigned, prepares Appellate Briefs for filing in Court of Appeal; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Legal Secretary I

Knowledge of:

Legal terminology, phraseology, forms, documents, and procedures.

Principles and practices used in the preparation and maintenance of case files and court calendar information.

Modern office practices, methods, and computer equipment.

Comprehensive filing and indexing systems.

English usage, spelling, grammar, and punctuation.

Skill to:

Operate modern office equipment including computer equipment.

Take and transcribe notes accurately.

Type at a rate of 45 words per minute from clear, legible copy.

Ability to:

Learn to prepare pleadings, subpoenas, complaints, and other legal documents as directed and assisted by legal staff.

Learn to read and understand statutes and correspondence related to the assigned office.

Perform a variety of specialized and responsible office and administrative support assignments.

Prepare clear, concise correspondence and reports.

Update and maintain case progress reports and court calendars.

Deal tactfully and courteously with clients, the public, legal representatives, and other government agencies when representing the functions and policies of the assigned office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible experience performing office and administrative support assignments involving the knowledge of legal terminology and working with legal documents and procedures.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in legal office practices and terminology or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Legal Secretary II

In addition to the qualifications for a Legal Secretary I:

Knowledge of:

Functions, responsibilities, procedures, and policies of the assigned office.

Ability to:

Independently perform a variety of specialized and responsible legal secretarial support assignments.
Read and understand statutes and correspondence related to court proceedings.
Prepare pleadings, subpoenas, complaints, and other legal documents as directed and assisted by legal staff.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible legal secretarial experience equivalent to a Legal Secretary I within Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in legal office practices and terminology or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995